



Our Mission: We create, perform, teach, and promote dance as an essential and inspiring element of our community.

Our Vision:

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Job Description for Director of Finance

Reports To: CEO and COO

Area of Responsibility: Finance

Wage Classification: Exempt

Position Summary: The Director of Finance is a strategic leader, directing day-to-day financial, accounting, and grant matters.

They will develop long-term financial strategies to support the Ballet's growth and ensure systems and procedures are in place for effective program implementation and flawless audits. The Director of Finance also oversees corporate insurance and collaborates closely with senior leadership, Nashville Ballet Board, and

Nashville Ballet Foundation Board and Committee Members, contributing significantly to the Ballet's strategic financial planning and sustainability.

Essential Functions and Responsibilities:

- Analyze financial trends and market dynamics to inform strategic decisions and support organizational goals.
- Collaborate with senior management and board members to create financial models and forecasts that guide strategic planning and resource allocation.
- Lead initiatives to identify new revenue streams and investment opportunities, contributing to the Ballet's financial strength and resilience.
- Oversee the strategic management of capital projects, ensuring alignment with the Ballet's artistic and operational objectives.
- Provide expert financial insights and guidance in organizational decision-making, influencing key strategic initiatives and policies.
- Develop and implement financial strategies; analyze the company's financial performance, highlighting strengths and weaknesses, and recommend improvement strategies.
- Oversee all accounting and financial reporting, ensuring compliance with GAAP and regulatory requirements.
- Maintain internal controls and safeguards for receipt of revenue, expenses, program budgets and actual expenditures.
- Manage annual audit, ensure timely tax filings, and maintain all state reporting and regulatory requirements for fundraising and non-profit status.
- Regularly analyze and report financial data, providing clear and timely financial statements to senior leadership on a monthly, quarterly, and annual basis. Monitor progress and changes and keep senior leadership abreast of Nashville Ballet's financial status.
- Responsible for annual budgeting and planning process in conjunction with the Artistic Director/CEO, COO and Finance Committee.
- Review financial plans against actual results, identifying and addressing variances. Attend all Board meetings as well as Finance, Executive, and Audit committee meetings; Supports the Board Treasurer, Artistic Director, and Chief Operating Officer in engaging the board's executive, audit, and finance committees around issues and trends in financial operating models and delivery.
- Responsible for all financial project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period; collate financial reporting materials for government, corporate, and foundation grants.
- Manage deferred revenue balancing.
- Forecast organizational cash flow, collaborating with directors and budget managers to optimize financial operations and develop supportive systems. Track performance of invested assets according to guidelines and policies, in collaboration with the Nashville Ballet Foundation Board.
- Manages external banking relationships and maintain positive community relations, fostering trust and transparency in finances.
- Leverage team strengths, clarify roles and responsibilities and develop and implement training programs to maximize and reach optimal individual and organizational goals.
- Provide leadership in strengthening internal communications with staff at all levels throughout the organization; create and promote a positive and supportive work environment.

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The

employee is frequently required to sit and occasionally stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually low to moderate.

Work Requirements and Qualifications

This is an extraordinary opportunity for a mature leader with five years of accounting and finance experience, including some or all the following relevant areas: accounting and audit, experience gathering, evaluating, presenting, and reporting financial information to executive teams and external stakeholders, experience in a complex nonprofit that has multiple programs.

Additionally, The Director of Finance will have the following experience and attributes:

1. Minimum of a BA; CPA and/or MBA given additional consideration.
2. Experience with non-profit organizations preferred.
3. Solid experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments.
4. A track record in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is essential.
5. Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.
6. Keen analytic, organization and problem-solving skills which allows for strategic data interpretation versus. simple reporting
7. Strong interpersonal and communication skills; experience in effectively communicating key data, including presentations to senior management, board, or other outside partners.
8. Ability and desire to translate complex financial concepts to individuals at all levels including finance and non-finance managers.

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate description of the current job, or to require that other, or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

To Apply:

To be considered for this position, please email your cover letter with resume no longer than 2 pages to careers@nashvilleballet.com. Include "Director of Finance" as the email's subject line. No phone calls, please.